

Audit/Inspection Checklist

Code Title	First aid at work	Code No.	OSJH-COP-16	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1	Is there a sufficient number of first aid boxes?	5.2.1: First Aid Box	<ul style="list-style-type: none"> – Check for one first aid box for every 100 employees
2	Does the first aid box contain any medications?	5.2.1: First Aid Box	<ul style="list-style-type: none"> – Check the availability of any medications in the first aid box
3	Is the item list for the first aid box available and items are not expired?	5.2.1: First Aid Box	<ul style="list-style-type: none"> – First aid box item list for each first aid box – No expired items
4	Are the first aiders trained in the use of AED, If AED is available?	5.2.2: Automated External Defibrillator	<ul style="list-style-type: none"> – First aider training certificate
5	Is there a first aid room available, if employees equal or more than 250?	5.2.3: First Aid Room	<ul style="list-style-type: none"> – Visual verification and interview
6	Are the first aid room sufficiently stocked, If available?	5.2.3: First Aid Room	<ul style="list-style-type: none"> – check if all medical room specifications implemented
7	Are there sufficient number of first aiders in each shift?	5.3: First Aider	<ul style="list-style-type: none"> – Check following number of first aider available as a minimum in work shifts: – Less than 16 employees: One first-aider trained in first aid – 17 – 50 employees: Two first-aiders trained in first aid – More than 50 employees: At least two first-aiders trained in

			first aid for initial 50 and every 100 employees thereafter.
8	Does the first aiders possess valid training certificates?	5.3.1: First Aid Training, 5.4: Record Keeping	<ul style="list-style-type: none"> – Check the certificates of the first aiders
9	Are the first aider's name, contact details displayed and recorded?	5.4: Record Keeping	<ul style="list-style-type: none"> – Check for the first aider list displayed in the prominent places. – Check entity record for list of trained first aiders.
10	Are the first aid cases and medical emergency recorded?	5.4: Record Keeping	<ul style="list-style-type: none"> – Check first aid case reporting procedures. – Check first aid cases records.